

**MINUTES
FOR THE REGULAR MEETING
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
Docket No. 5479**

1. Opening of Meeting:

The Appeals Board convened at 10:30, March 13, 2007 in Sacramento, with Chair Ann M. Richardson presiding.

2. Roll Call: Members

Present

Absent

Ann Richardson, Chair	X	
Terri Carbaugh, Vice Chair	X	
Jack Cox	X	
Liz Figueroa	X	
Cindy Montañez	X (via telephone)	
Fred Aguiar	X	

3. Approval of the Minutes:

The February 13, 2007 minutes were approved by all members, except Member Aguiar, who was not on the Board at the time of the February meeting.

4. Chair's Report:

Chair Richardson welcomed Member Aguiar to the Board, commenting that he is a longtime dedicated public servant, having served in the Assembly for several years, and most recently as Secretary of the State in Consumer Services Agency.

Responding to Chair Richardson's inquiry, Member Aguiar stated that the State Consumer Services Agency has about 13 different departments and approximately 40,000 employees representing 40 different boards under the Department of Consumer Affairs.

Chair Richardson continued that Member Aguiar was recruited to work in the Governor's Office as the Cabinet Secretary. Member Aguiar comes to the agency highly qualified, and she very much appreciates his presence on the Board.

Member Aguiar thanked Chair Richardson and stated he looks forward to working with the Board.

Chair Richardson reported that she has heard of concerns expressed recently about the underutilization of the Paid Family Leave Act, possibly due to a lack of knowledge by potential claimants about the program. Hopefully those agencies responsible for disseminating information about the program, such as EDD and the Labor Agency, can address that problem. Vice Chair Carbaugh would be a good resource for any such effort given her media background.

5. Board Member Reports:

All Board Members welcomed Member Aguiar to the Board. Board Member Figueroa noted that she and Member Aguiar were colleagues, and that the Board is very fortunate to be complimented with very professional people who bring many different perspectives to their positions.

Member Montañez agreed that Member Aguiar is a wonderful addition to the Board, and that she looks forward to working with him.

6. Chief Administrative Law Judge/Executive Director's Report:

Executive Director/Chief Administrative Law Judge Jay Arcellana, and each reporting member of the Senior Management Staff (below) similarly welcomed Member Aguiar to the Board.

Executive Director Arcellana reported that the Board's DI specialist was currently meeting with EDD, and that one of the prominent issues was the Paid Family Leave Act. Interestingly, the one segment of the population typically availing itself of that act are mothers whose regular disability benefits have expired, but they can continue on Paid Family Medical Leave to continue bonding with their newborns.

Executive Director Arcellana reported that the Labor Agency has recently delegated authority to approve staff meetings and conferences to the Chair and Board, clearly a vote of faith in the leadership of the CUIAB. We are very pleased, because this makes it much easier to plan and schedule these activities when we can shorten the lead time. Along those lines, a meeting of the PALJ's has been scheduled for March 28th and 29th here in Sacramento.

Chair Richardson encouraged the Board Members to attend some or part of the meetings as it is a wonderful opportunity for them to get to know the people who lead our regional offices.

Executive Director Arcellana reported that Agency recently conducted interpreter training, clarifying that interpreters are not employees of CUIAB but rather independent contractors. Training is provided so that interpreters understand the processes and documents unique to our program.

Executive Director Arcellana also reported that the California School Advisory Counsel invited the CUIAB to speak at their annual conference. PALJ Tim McArdle and Inglewood ALJ Mike Abzug represented the CUIAB. The conference was attended by over 120 school administrators, primary HR people.

Executive Director Arcellana reported he made two field visits during the past month, to the Los Angeles Office and the Oakland Office. Oakland PALJ Amy Oppenheimer, who is stepping down from her position, has agreed to remain as PALJ for a couple of additional months to help transition the new PALJ, not yet selected.

Executive Director Arcellana reported he had a meeting, by telephone with Pat O'Neal, our liaison with the Department of Labor. They speak quarterly about various items, such as workload and case aging. DOL is very pleased with California. Pat O'Neal attends our PALJ meetings whenever he can, but will not be able to attend the March meeting.

Executive Director Arcellana reported that the Department of General Services has conducted an audit of three more of our offices, Los Angeles, San Diego and Inland. He was present at one of the audits and it appears they are taking an inventory of facilities so that when a department resubmits requests to relocate or build out, or to renew a lease, they have a sense of what is in hand at that time. Chair Richardson asked if there was any problem with our space utilization, to which Executive Director Arcellana responded that there was not.

7. Branch Reports:

a. Executive Director/Chief Administrative Law Judge Jay Arcellana presented the Budget Status Report via PowerPoint presentation. (Attachment A)

Chair Richardson commented at the end of the presentation that she thought DOL had predicted an increase in UI registrations. Executive Director Arcellana answered they had, particularly for the March through May period, but it was not a formal projection.

Chair Richardson stated she felt the PowerPoint was very helpful and that the agency should share it with the Department of Finance so that they are aware that we are actually meeting the projections and we are still implementing numerous cost saving measures.

b. Executive Director Arcellana presented the written report of Deputy Chief ALJ, Appellate Operations Steve Angelides, who was in training and not present for the meeting.

New cases registered by AO has stabilized at around 1,100 per month. In February, a short month, registrations were 85% of fiscal year average, and 92% of our average for the past six months. In February AO disposed of 1,073 cases, 87% of fiscal year average, and 90% of our average for the past six months. The balance of open cases at the end of February stood at 1,542, 86% of fiscal year average, but 93% of our average for the past six months.

During the past six months the appeal rate from the field to the Board has stabilized in the relatively narrow range between 4.5% and 5.8%, with the average being 5.1%.

In February CTU produced 5,955 pages of transcripts, which is 81% of fiscal year average, but 85% of our average for the past 6 months.

Management Services Technician Norma Gallegos has retired after almost 15 years with CUIAB. Maria Guzman-Yee, one of AO's LSS I's, has accepted a promotional position in Business Services. Management Services Technician Liza Dobson transferred to the Sacramento Office of Appeals effective March 1.

AO will be filling behind Maria, but not behind Liza and Norma, so AO will have to continue to rely on the assistance of CTU staff. Currently two CTU transcribers at a time are rotating through AO for 8 weeks at a time. AO is very grateful to CTU for all the help it has been providing.

c. Deputy Director, Administrative Services Branch Pam Boston reported that the remodel for the San Francisco Office of Appeals has been completed. The majority of the work was done after hours and on weekends to ensure services to the public were not disrupted. Closer to home, there will be an upgrade to the HVAC system in the Venture Oaks building.

Deputy Director Boston further reported that each State agency must submit to the legislature each year an annual report that tracks contract award activities involving small business and Disabled Veterans Business Enterprise (DVBE). The small business and the DVBE Certification Programs were established to increase business opportunities for the disabled veterans and small business communities within the State of California. The minimum participation goal for the DVBE is 3%, and she is pleased to report that CUIAB's participation was 13.7%. The minimum participation for the small business is 25%, and CUIAB's participation was 43%.

Chair Richardson congratulated them on exceeding the standard, and indicated she believes that they had done this before, with which Deputy Director Boston agreed.

Deputy Director Boston also reported that the State passed Assembly Bill 2242, which provides Vision Service Plan for retirees. There will be an open enrollment during the month of April for all past retirees to enroll in that benefit.

Deputy Director Boston reported that IT had no significant problems with the Daylight Savings Time change.

On the personnel front, Mary Shaw, our Labor Relations Officer for the last five years, is going over to the Department of Corrections, but IT Division welcomes Claire Connelly, who is transferring from the Executive Branch.

d. Deputy Director, Planning and Program Management Branch Mary Walton-Simons reported on the following items:

New Information Hearing Pamphlet

A Power Point presentation was given on the newly-revised Hearing Information Pamphlet. (Attachment B) The Hearing Information Pamphlet was revised as an outcome of the Customer Satisfaction Survey conducted by the P&PM Branch in August of 2005 in Field Operations.

Chair Richardson commended Deputy Director Walton-Simons and the committee for making the revised document a readable document for the public, and added that the pamphlet is not only user friendly but that it is conservation friendly because the other side is the Spanish version. Vice Chair Carbaugh thanked Chair Richardson for the time and energy she put into this pamphlet.

Vice Chair Carbaugh inquired if this document or the information therein would be placed on the updated CUIAB webpage. Deputy Director Walton-Simons responded that that was a good idea and that there was no reason why it could not be done.

Vice Chair Carbaugh stated she was concerned that some parties have an expectation of presenting new and additional evidence at the second level of appeal, and would like our materials clarified in that respect.

Statewide Language Survey, 05/06

Deputy Director Walton-Simons reported on the State Personnel Board's findings on the 05/06 SPB Statewide Language Survey, done in compliance with the Dymally-Alatorre Bilingual Services Act. CUIAB received an excellent overall rating of 90.91%. The SPB recognized CUIAB's efforts to employ 121 certified bilingual staff who speak 12 different non-English languages, commenting that this was commendable for an agency of its size. In addition SPB commended CUIAB for its extra efforts to ensure that bilingual resources are readily available to all of its employees, updated on a regularly basis, and provided to all supervisors and PALJs at quarterly meetings.

8. Chief Counsel's Report:

Chief Counsel Ralph Hilton commented that the workload reports were in the Board Member packets, and reflected the quick learning curve of the new members. As they come up to speed, it will alleviate the workload and allow Board Members to spend more time on each decision.

With respect to litigation, Chief Counsel Hilton reported that the Board is carrying more cases than in recent years, and February was an unusually busy month with nine new cases. Decisions were received in four cases, and the Board was affirmed in all of them.

9. Unfinished & New Business:

There was no unfinished or new business.

10. Public Comment:

There was no public comment.

11. Closed Session:

The regularly scheduled Board meeting adjourned, and the Board went into closed session. No votes were taken in closed session.

UI and DI Workload Comparisons - Revise Projections vs. Actuals

Through February 2007

MAY 2006 REVISE - PROJECTIONS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
UI	19,870	19,870	19,870	18,960	18,960	18,960	20,467	20,467	20,467	19,067	19,067	19,067	235,092
DI	1,923	1,923	1,923	1,690	1,690	1,690	2,010	2,010	2,010	1,990	1,990	1,990	22,839
TOTAL	21,793	21,793	21,793	20,650	20,650	20,650	22,477	22,477	22,477	21,057	21,057	21,057	257,931
QTR	65,379			61,950			67,431			63,171			257,931

OCTOBER 2006 REVISE - PROJECTIONS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
UI	20,800	20,800	20,800	18,967	18,967	18,967	17,967	17,967	17,967	16,967	16,967	16,967	224,103
DI	1,829	1,829	1,829	1,734	1,734	1,734	1,615	1,615	1,615	1,716	1,716	1,716	20,682
TOTAL	22,629	22,629	22,629	20,701	20,701	20,701	19,582	19,582	19,582	18,683	18,683	18,683	244,785
QTR	67,887			62,103			58,746			56,049			244,785

Change 94.9%

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
UI	18,050	18,050	18,050	19,860	19,860	19,860	19,470	19,470	19,470	18,150	18,150	18,150	226,590
DI	1,718	1,718	1,718	1,538	1,538	1,538	1,564	1,564	1,564	1,648	1,648	1,648	19,404
TOTAL	19,768	19,768	19,768	21,398	21,398	21,398	21,034	21,034	21,034	19,798	19,798	19,798	245,994
QTR	59,304			64,194			63,102			59,394			245,994

Change 100.5%

CUIAB 2006-07 DISPOSITIONS - ACTUALS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	May Revise Projections				Total
									Mar	April	May	June	
UI	13,805	21,841	18,509	20,969	19,592	19,022	20,712	19,758	19,470	18,150	18,150	18,150	228,128
DI	2,493	2,055	1,974	1,877	1,816	1,659	1,864	1,735	1,564	1,648	1,648	1,648	21,981
TOTAL	16,298	23,896	20,483	22,846	21,408	20,681	22,576	21,493	21,034	19,798	19,798	19,798	250,109
QTR	60,677			64,935			65,103			59,394			250,109

Difference of Actuals to Revises

May 06	93%	105%	97%	94%	97%
October	89%	105%	111%	106%	102%
May 07	102%	101%	103%	100%	102%

CUIAB
Hearing Information Pamphlet

BOARD MEETING

March 13, 2007

SURVEY

CUSTOMER SURVEY California Unemployment Insurance Appeals Board



We value your opinion and wish to give you the best service possible. Please take time to complete this survey after your hearing, and place it in the Survey Box in the lobby. Thank you.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1 The Hearing Information Pamphlet I received with my Hearing Notice was helpful and informative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 The hearing office receptionist was courteous and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I was allowed plenty of time to review the documents in the file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 The Administrative Law Judge explained what would happen during the hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 The Administrative Law Judge treated me fairly at the hearing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 The Administrative Law Judge was courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 The Administrative Law Judge gave me enough time to present my case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Overall, I thought the hearing process was fair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

94%

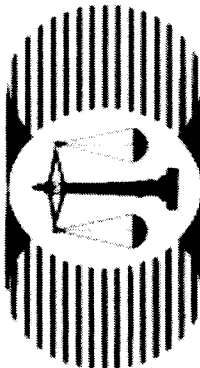
Additional comments and suggestions are welcome! (Use back of this survey form if needed.)

OPTIONAL INFORMATION

Case Number		Claimant's Representative		Claimant's Witness	
You Are:	Claimant	Employee's Representative		Employee's Witness	
	Employer				
	EDD Rep				

Thank you for taking the time to complete this survey in our efforts to better serve you.

California Unemployment Insurance Appeals Board



C · U · I · A · B
www.cuiafb.ca.gov

Office of Appeals Hearing Information

**PLEASE READ
IMMEDIATELY**

Español al reverso

COVERING PROCEDURE: This pamphlet gives general information about hearing procedures. It is not the law. The governing procedure is in the rules of the California Unemployment Insurance Appeals Board, California Code of Regulations, Title 22, Section 5000-0108. These rules are available on the Internet at dhs.ca.gov and by contacting the List of CUIA Titles and Fees, including Title 22 Board Rules, Division 1, Subdivision 3, Chapters 1, 2, and 3. A copy is also available from the Office of Appeals without charge.

DS 5412 Rev. 46 (10-06)

WHAT DID I RECEIVE THE NOTICE OF HEARING?

- The Office of Appeals sent you the Notice of Hearing because:
- The Employment Development Department (EDD) made a decision about benefits.
 - A party disagreed with EDD's decision and filed an appeal.
- The parties are typically the claimant, who claims benefits, the employer, and EDD; and
- You are a party to the appeal.

WHAT AND WHERE IS THE HEARING?

In the upper-right hand corner of your Notice of Hearing there is a box with the date, time and place of your hearing. Please read the box carefully. The box tells you to appear either in person or by phone.

- If the box tells you to appear in person, go to the place stated in the box. **Get there at least 15 minutes before your hearing time.** You will need that time to review the case file. Contact the Office of Appeals at the number listed on your Notice of Hearing. If you would like to review the case file before the hearing date contact the Office of Appeals at the number listed on your Notice of Hearing.
- If the box tells you to appear by phone, follow the instructions in the box to call in for your hearing. Please review all papers sent to you before you call in.

CAN THE HEARING DATE OR TIME BE CHANGED?

Not usually. You must have a good reason. Consider the options below before asking for a change. Call the Office of Appeals right away to make your request. See the number listed on your Notice of Hearing.

WHAT IF I CANNOT GO TO THE HEARING?

- If you or your witnesses cannot go to the hearing, try using one of the following:
- **Appear by phone.** If a serious problem keeps you from going to the hearing you may ask to appear by phone. Call the Office of Appeals right away. You must have a good reason, such as being more than 50 miles from the place of hearing.
 - **Appear by written declaration.** Write your side of the story and include this sentence at the end: "I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct." Please date and sign it. The judge must receive it before the hearing.
 - **Appear by written statement.** Write your side of the story. The judge must receive it before the hearing. A written declaration, described above, has more weight than a written statement.

SHOULD I GO TO THE HEARING?

- Yes, if you do not go or appear in some other way:
- The judge will usually dismiss your case if you are the party who filed the appeal.
 - The judge will usually hold the hearing without you if another party filed the appeal.

WHAT WILL HAPPEN AT THE HEARING?

- At the hearing the judge will:
- Record the hearing.
 - Explain the hearing process.
 - Question parties and witnesses under oath.
 - Receive papers and other exhibits.
- At the hearing each party can:
- Present necessary witnesses and exhibits.
 - Question parties and witnesses.
 - Respond to evidence presented by others.
 - Make closing comments.

DID I NEED A LAWYER?

No. Most people represent themselves. The judge will explain the process, question parties and witnesses, and help you ask questions if needed. You have the right to be represented by any person at your own expense. The person need not be a lawyer.

WHAT IF I NEED AN INTERPRETER?

The Notice of Hearing will tell you if an interpreter will be provided. If it does not, contact the Office of Appeals right away. See the number listed on your Notice of Hearing. We will get and pay for an interpreter.

WHAT IF I NEED SPECIAL ACCOMMODATIONS?

Contact the Office of Appeals right away for any special accommodations, such as assistive listening devices or wheelchair accessibility. See the number listed on your Notice of Hearing.

WHAT IF I MOVED?

Contact the Office of Appeals right away. See the number listed on your Notice of Hearing.

Contact EDD right away. See the following numbers for Unemployment Insurance (UI), Disability Insurance (DI) or Paid Family Leave (PFL) claims:

UI (800) 500-5616	TTY (800) 816-9387
DI (800) 480-3267	TTY (800) 868-2441
PFL (877) 238-4373	TTY (800) 446-1312

SHOULD I BRING WITNESSES TO THE HEARING?

Bring any witnesses who support your case. Eyewitnesses are best. The judge will decide which witnesses will be allowed to testify. Witnesses may have to wait outside the hearing room until they are asked to testify.

WHAT IF A WITNESS DOES NOT WANT TO ATTEND THE HEARING?

- Contact the Office of Appeals right away. See the number listed on your Notice of Hearing. If approved, the Office of Appeals will prepare either a:
- Notice to Attend - A request to attend the hearing that we will mail to your witness.
 - Subpoena - An order to attend the hearing that you will hand or have handed to the witness.

SHOULD I BRING PAPERS TO THE HEARING?

Bring any papers that support your case. These should include any important information such as letters, doctors' notes, or pay records. Bring three copies if you can. The judge will keep one copy of the papers as evidence in the case file.

WHAT IF I DID NOT HAVE THE PAPERS?

- If someone else has a paper you need, ask that person for a copy. If that person will not give you a copy, contact the Office of Appeals right away. See the number listed on your Notice of Hearing. If approved, the Office of Appeals will prepare either a:
- Notice to Produce - A request that we will mail to your witness to produce the papers for the hearing.
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WHAT IF I WANT TO CANCEL THE APPEAL?

If you find the appeal, you may ask to cancel it. This is called a request to withdraw. You may withdraw by calling or writing to the Office of Appeals. See the number or address listed on your Notice of Hearing. If you did not file the appeal, you may not ask to withdraw it.

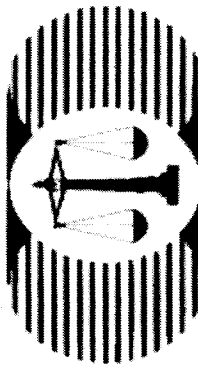
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WHEN WILL I GET THE JUDGE'S DECISION?

The Office of Appeals will mail the decision after the hearing date.

California Unemployment Insurance Appeals Board



C · U · I · A · B
www.cuab.ca.gov

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DS 5412 Rev. 48 (12-09)

WHY DID I RECEIVE THE NOTICE OF HEARING?

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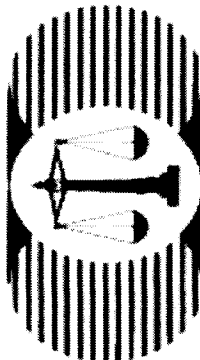
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California Unemployment Insurance Appeals Board



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Office of Appeals Hearing Information

PLEASE READ
IMMEDIATELY

Español al reverso

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DE 5412 Rev. 01/12-08

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WHAT WILL HAPPEN AT THE HEARING?

- At the hearing the judge will:
- Review the hearing process.
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- At the hearing each party can:
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DID I NEED A LAWYER?

No. Most people represent themselves. The judge will explain the process, question parties and witnesses, and help you ask questions if needed. You have the right to be represented by any person at your own expense. The person need not be a lawyer.

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PFL	(877) 238-4373	TTY	(909) 446-1312

SHOULD I BRING WITNESSES TO THE HEARING?

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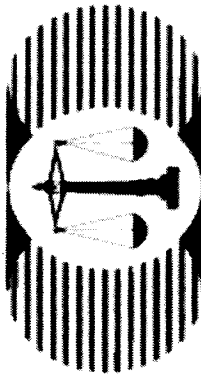
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DE 5412 Rev. 48 (12-06)

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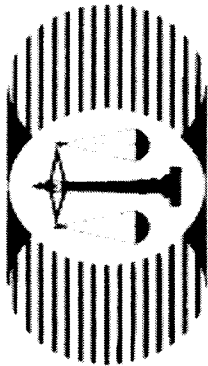
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California Unemployment Insurance Appeals Board



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DS 5412 Rev. 40 (12-06)

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WHEN WILL I GET THE JUDGE'S DECISION?

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HEARING INFORMATION PAMPHLET
Questions asked & answered in the Pamphlet

PANEL #1

- Slide 5: WHY DID I RECEIVE THE NOTICE OF HEARING?
- Slide 6: WHEN AND WHERE IS THE HEARING?
- Slide 7: CAN THE HEARING DATE OR TIME BE CHANGED?
- Slide 8: WHAT IF I CANNOT GO TO THE HEARING?

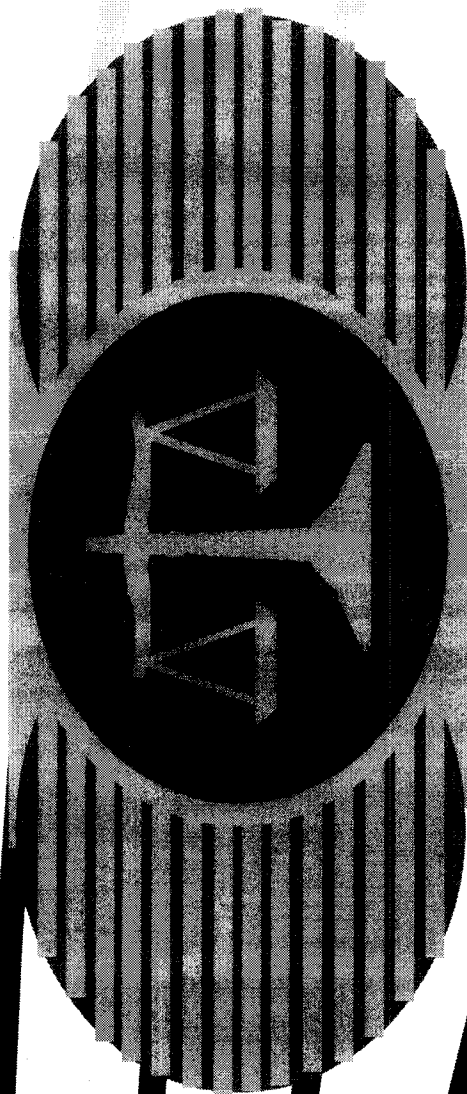
PANEL #2

- Slide 10: SHOULD I GO TO THE HEARING?
- Slide 11: WHAT WILL HAPPEN AT THE HEARING?
- Slide 12: DO I NEED A LAWYER?
- Slide 13: WHAT IF I NEED AN INTERPRETER?
- Slide 14: WHAT IF I NEED SPECIAL ACCOMMODATIONS?
- Slide 15: WHAT IF I MOVED?

PANEL #3

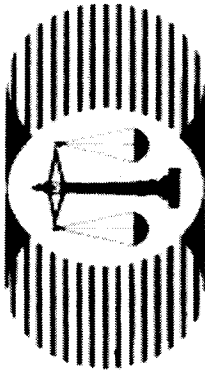
- Slide 17: SHOULD I BRING WITNESSES TO THE HEARING?
- Slide 18: WHAT IF A WITNESS DOES NOT WANT TO ATTEND THE HEARING?
- Slide 19: SHOULD I BRING PAPERS TO THE HEARING?
- Slide 20: WHAT IF I DO NOT HAVE THE PAPERS?
- Slide 21: WHAT IF I WANT TO CANCEL THE APPEAL?
- Slide 22: WHAT IF I MISSED THE HEARING?
- Slide 23: WHEN WILL I GET THE JUDGE'S DECISION?

Thank You



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WHAT IF I MOVED?

Contact the Office of Appeals right away. See the number listed on your Notice of Hearing.

Contact EDD right away. See the following numbers for Unemployment Insurance (UI), Disability Insurance (DI) or Paid Family Leave (PFL) claims:

UI (800) 800-6616	TTY (800) 815-6987
DI (800) 460-5267	TTY (800) 560-2441
PFL (877) 228-4373	TTY (800) 445-1312

SHOULD I BRING WITNESSES TO THE HEARING?

Bring any witnesses who support your case. Eyewitnesses are best. The judge will decide which witnesses will be allowed to testify. Witnesses may have to wait outside the hearing room until they are called to testify.

WHAT IF A WITNESS DOES NOT WANT TO ATTEND THE HEARING?

Contact the Office of Appeals right away. See the number listed on your Notice of Hearing. If approved, the Office of Appeals will prepare either a:

- Notice to Attend - A request to attend the hearing that we will mail to your witness.
- Subpoena - An order to attend the hearing that you will hand or have handed to the witness.

SHOULD I BRING PAPERS TO THE HEARING?

Bring any papers that support your case. These should include any important information such as letters, doctors' notes, or pay records. Bring three copies if you can. The judge will keep one copy of the papers as evidence in the case file.

WHAT IF I DO NOT HAVE THE PAPERS?

If someone else has a paper you need, ask that person for a copy. If that person will not give you a copy, contact the Office of Appeals right away. See the number listed on your Notice of Hearing. If approved, the Office of Appeals will prepare either a:

- Notice to Produce - A request that we will mail to your witness to produce the papers for the hearing.
- Subpoena Duces Tecum - An order to produce the papers that you will hand or have handed to the witness.

WHAT IF I WANT TO CANCEL THE APPEAL?

If you filed the appeal, you may ask to cancel it. This is called a request to withdraw. You may withdraw by calling or writing to the Office of Appeals. See the number or address listed on your Notice of Hearing. If you did not file the appeal, you may not ask to withdraw it.

WHAT IF I MISSED THE HEARING?

Contact the Office of Appeals right away. See the number listed on your Notice of Hearing.

WHEN WILL I GET THE JUDGE'S DECISION?

The Office of Appeals will mail the decision after the hearing date.